



CAREER OPPORTUNITY

GSFIC

OUR MISSION...*Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information

Job Type: Full-Time

Number of Vacancies: 1

Hiring Salary:

Salary Commensurate with Experience

Location: Atlanta, GA

Opens: March 12, 2021

Closes: Open Until Filled

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

spohr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to spohr-email@spo.ga.gov with the following in the subject line of your email:

Lead Human Resources Generalist



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Lead Human Resources Generalist (Human Resources)

Position Overview

Position Description: Under broad supervision, the Lead Human Resources Generalist (Lead HRG) provides professional human resources services for the Georgia State Financing & Investment Commission, Georgia Building Authority and State Properties Commission. Administers and oversees multiple human resources functions, including but not limited to, personnel transactions, recruitment and selection, drug testing, orientation, benefits, leaves of absence (FMLA, Leave Without Pay, etc.), workers' compensation, disability claims, paid leave, and HR/Payroll actions. The Lead HRG stays abreast of laws and regulations in the HR field by reading appropriate books, journals, and other literature and attending related seminars, conferences, and participating in webinars. This position also performs other job related duties as assigned.

Minimum Qualifications: Completion of a Bachelor's degree from an accredited college or university **AND** six (6) years of professional-level Human Resources experience, two (2) of which were at the lead or supervisory level **OR** Completion of Master's degree from an accredited college or university **AND** four (4) years of professional-level Human Resources experience, two (2) of which were at the lead or supervisory level; **OR** Ten (10) years of professional-level Human Resources experience, two (2) of which were at the lead or supervisory level

Preferred Qualifications: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess at least one (1) of the following:

- PHR/ SHRM-CP or SPHR/SHRM-SCP certification
- Four (4) years of experience with full-cycle recruitment and selection
- Four (4) years of experience administering leaves of absence
- Four (4) years of experience administering ADA
- Four (4) years of experience administering benefits
- Four (4) years of experience processing personnel transactions
- Four (4) years of experience training less experienced staff
- Two (2) years of experience using PeopleSoft HCM
- One (1) year of experience with manual time calculations
- One (1) year of experience with presenting HR-related information to small and medium size audiences
- One (1) year of experience working in a matrixed environment
- One (1) year of experience with form design
- Experience using the SAO Time and Labor system

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gsfic.ga.gov for additional GSFIC career opportunities.